

St. ASAPH SQUARE CONDOMINIUMS  
Board of Directors Meeting  
September 15, 2015  
APPROVED

**BOARD MEMBERS PRESENT**

DEB BOWMAN	President
BEV KEANE	Vice President
RALPH ROSENBAUM	Secretary
SHARON KEEFER	Treasurer
JACK BURTON	Member at Large

**OTHER ATTENDEES**

PATRICK M. MAZZEI	Community Manager, Cardinal Management Group, Inc.
YAHYA SERRY	On-Site Manager, Cardinal Management Group, Inc.
AMY PETROVITCH	Recording Secretary

**CALL TO ORDER**

President Bowman, noting the presence of a Board quorum, called the meeting to order at 7:01 p.m.

**MINUTES**

*Director Rosenbaum motioned to approve the August 18, 2015 meeting minutes as amended. Director Keefer seconded the motion. The motion passed unanimously.*

**PRESIDENTS REPORT**

No Report

**TREASURE'S REPORT**

The financial statement for the period ended August 31, 2015 was included in the Board of Directors Management report. Director Keefer reported that as of that period ending date the Association's cash and investments totaled \$1,153,592 and that total assets are \$1,181,566; total liabilities are \$393,051; accrued replacement reserves are \$1,163,224; negative elevator funding was (\$371,397); and members' equity was (\$13,980). Total liabilities and equity were \$1,181,566.

**COMMITTEE REPORTS**

City of Alexandria No Report

Landscaping No Report

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<u>Newsletter</u>	The committee reported that submissions are due the last weekend of the month and the newsletter will be out by month's end.
<u>Covenants</u>	No Report
<u>Design</u>	The contract from Design Partners is complete and has been provided to the Board for signature.
<u>Social</u>	The committee reported that the ice cream social was on Labor Day, as scheduled. There was a dinner out at Carluccio's in July. Monthly happy hours are ongoing. Six new residents were reported.
<u>Pool</u>	The committee reported that the season went very well and the lifeguard did an excellent job.

## COMMUNITY FORUM

Director Keefer mentioned the community yard sale is scheduled from 9:00 am – 1:00 pm on Saturday September 19<sup>th</sup>.

A resident asked if Management has heard anything from the landscaping company regarding seasonal plantings. Management advised that they expect to hear something within the week.

Ginny Long thanked the decorating committee for all their continued help.

Director Bowman mentioned there are grills behind the loading dock that need to be removed.

Director Keefer mentioned that the Board opted to stop paying for the plant watering service. Volunteers are needed.

Ginny Long gave advance notice of her resignation from the social committee after December.

## MANAGEMENT REPORT

Management reminded the Board that the 2016 budget needs to be approved in the near future, as the finalization deadline is drawing near.

Management presented a proposal from Mosaic Engineering for the engineering design

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and QA/QC work for the plaza replacement project.

The Board decided to table this item and vote at a later date or electronically.

Management commended Mr. Serry on his efforts regarding condensation line repairs and the money he has saved the Association doing the same.

### **BUILDING MANAGER'S REPORT**

Mr. Serry provided the following community repairs and updates:

- Tree pruning and landscaping has been completed in preparation for the fall season.
- An investigation was done regarding proposed attic access for the design project.
- The exterior painting project started September 8<sup>th</sup> by Ploutis Painting.
- Comcast has started addressing the rewiring issue.
- Site staff flushed the common drains in the garage to repair leaks due to clogged condensation line drains.
- A complaint was reported by a Board member of a surrounding community that he was bitten by a dog on Jefferson St.

### **Miscellaneous**

Management provided the updated Contractor and Construction Procedure/Policy for Board signatures. The Policy was signed at the meeting.

### **Unfinished Business**

The contract from Design Partners was provided to the Board for signature. The Board addressed this in Executive Session.

Management provided the completed draft of the Move-in/out/Deliveries Rules for Board consideration.

***Director Rosenbaum moved to accept the changes to the draft Move-in/out/Deliveries Rules. Director Bowman seconded the motion. The motion passed 4-1 with Director Keane abstaining.***

Management suggested that the draft Pet Rules be tabled as they need more changes.

The Board decided to table this item and vote at a later date or electronically. The current changes were read aloud by Director Bowman.

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**New Business**

Management provided a proposal from Safe Home Chimney & Duct for chimney stack inspections and cleaning.

***Director Keefer moved to accept the proposal from Safe Home for duct inspections and cleaning. Director Rosenbaum seconded the motion. The motion passed unanimously.***

Management invited the Board to attend a panel discussion hosted by Cardinal Management Group. Formal invitations will be mailed out for this event.

Management presented a request from Kay Parker of unit #417 for a waiver of the \$125 move-out fee.

***Director Keane motioned to waive the \$125 move-out fee for unit #417. Director Keefer seconded the motion. The motion passed unanimously.***

Management presented a request from the owner of unit #334 for a waiver of rule #14 relating to business restrictions. The owner would like to provide in-home viola lessons.

The Board decided to table this item until the next business meeting.

Management presented a request from the owner of unit #402 to replace the single storm door with a 300 series door instead of a 200 series as the 200 series was not available at Home Depot.

***Director Keane moved to approve the 300 series door for unit #402. Director Keefer seconded the motion. The motion passed unanimously.***

**EXECUTIVE SESSION**

***At 8:07 pm the Board convened into executive session to discuss a contract and advice of counsel.***

At 8:22 p.m. the Board reconvened into regular session announcing that no motions were made.

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**ADJOURNMENT**

***At 8:22 p.m. Director Rosenbaum moved to adjourn the meeting. It was seconded by Director Keane. The motion passed unanimously.***

Respectfully submitted by,

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Amy Petrovitch  
Independent Recorder  
(Transcribed from digital recorder and meeting notes)